

eVA Interface and Integration Monthly Meeting – Import and Export

Meeting Minutes
March 20, 2003

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 03/20/2003 in Richmond.

Present:

Debbie Adams, UVA (phone)	Joy Lazarus, DMHMRSAS (phone)
Mary Baker, DMME (phone)	Marcia Lee, VCE
Regina Baxter, DMHMRSAS (phone)	Doug Mathews, JMU (phone)
Marc Berlove, AMS (phone)	Donnie Mongold, JMU (phone)
Richard Brough, DSS	Jim Roberts, DMHMRSAS (phone)
Don Byrne, DCR (phone)	Tracy Rodrigues, APA
Chris Childress, DOLI (phone)	Nelly Romero, DMAS
Jan Fatouros, DGS	Don Rainey, DGS
Martha Freeland, DMV	Steve Rusch, DCR (phone)
Kim Hatala, VCE	Tim Sartini, VDOT
Maria Hatcher, DGS	Karen Shaffer, DGS/DPS
Cheryl Kimball, DOLI/DCR (phone)	Bob Sievert, DGS/DPS
Andy Kmett, VCE	Stephen Wine, JMU (phone)
Marion Lancaster, DGS	Ellie Withers, UVA (phone)

A. Approval of Agenda

- Supplier Adoption – Karen Shaffer
- Failed Orders – Bob Sievert
- eProcurement Status – Bob Sievert
- Policy Issues
- AMS – Marc Berlove
- BizTalk Error Messages – Richard Brough
- Plaques, Interface Guide, Security Manual, Survey on Other Interfaces – Jan Fatouros
- Other (Monthly or Quarterly Meetings)

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

B. Approval of Minutes

Previous meeting minutes were not reviewed.

C. Issues

Open Issues

Closed Issues

No items closed at this session.

D. New Business

1. Supplier Adoption – Karen Shaffer
 - a. Karen reported that suppliers continue to activate their accounts from the conversation. The Supplier Adoption team has cleaned up all conversation data and is currently working on issues reported by agencies.
 - b. Karen reported that DPS teams are going to agency's conferences to help with supplier adoption. They have attended ODU conference and another conference is set up in Fairfax.
 - c. Karen explained the process for verification and validation of vendor registration. Usually the day after the supplier registers, usually by 10:00 a.m., the registration is reviewed by the Supplier Adoption team. If the registration passes validation, it's released to be activated overnight. The next day the supplier appears on the vendor 030 report. Vendor 030 report is the source to use to see if the supplier is truly enabled by DPS. Karen recommends that agency have their vendors register early in order for them to get upcoming solicitations.
2. Failed Order – Bob Sievert
 - a. Bob Sievert explained what constitute a failed order. Any orders that the agency believes were sent to the vendor, but did not get to the vendor. The first plan of action is to contact the buyer and inform that there was a problem with transmission of PO to the supplier. Buyer is asked to print of copy of the PO and fax or mail it to the vendor. This notification protects from double delivery. There are three scenarios of a failed order:
 - First scenario – order makes it to the eMall, and goes into 'Ordering' status. Possible problem is it cannot find the supplier account in Ariba, it could be a link problem, DUNS # problem, etc. Email is sent to the buyer asking buyer to print PO and fax or mail to the vendor. If the supplier link to Ariba cannot be fixed right away, the preferred order method is changed to 'Print', until link is fixed.
 - Second scenario – order makes it to Ariba, but something happened in Ariba. A message is sent to AMS customer care that order failed in Ariba. Every morning AMS sends DPS a spreadsheet with all orders that failed in Ariba. The same plan of action is followed as described in the first scenario.
 - Buyer calls DPS and reports that vendor did not receive the order. Causes PO was not received by the vendor can be due to bad email address or fax number. Again, the same plan of action is followed as described in the first scenario. DPS researches the reason PO did not make it to the vendor.
 - b. On average, about ½ dozen of orders fail to be delivered to the vendor on a daily basis. This is a very low value compared to how many orders are processed in eVA daily.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- c. The group requested for summary of requirements for AMS response time, including service level agreement by AMS and Ariba, to be included in the minutes.
- 3. eProcurement Status – Bob Sievert
 - a. Bob Sievert gave a high level overview of the eProcurement system that is getting to ready to be implemented in production. Agencies have the ability to set up criteria when a requisition should go to end to end procurement to be handled by a professional buyer.
 - b. There are terms and conditions and templates libraries that information can be pulled from, or agency can add own terms and conditions while handling the procurement for a specific requisition.
 - c. eProcurement produces solicitations, events to take place (events can be optional or mandatory). It also allows you to specify if certain responses by the vendor are mandatory or optional.
 - d. The eProcurement tools follow the same procurement rules as they apply today.
 - e. Anyone can look at solicitations online, but only registered vendors can respond online. Vendor user's registration login to respond to solicitations.
 - f. Paper responses will still be accepted.
 - g. Buyer scores bid responses and can add other eVA users to review scores.
 - h. eProcurement will be rollout first to DPS this Monday. DPS will create a mock procurement. It will be several months before it will be rollout to other agencies, depending on the results of the DPS mock procurement.
 - i. VBO will be folded into the eProcurement. A separate application in eVA will allow the buyer community to post VBO ads. Access to this new application in eVA will be handled through eVA security.
 - j. eProcurement will allow you to do all solicitation up until the PO is created. PO can still come through the interface.
 - k. For more information on how the eProcurement works please contact Bob Sievert.
- 4. Policy Issues
 - a. Debbie Adams asked for information on data retention policy in Ariba. As a vendor, she received an email from Ariba stating that if any catalog has not touched within 100 days, it will become inactive. Bob explained to her that it just means it's inactivated in the Ariba FTP site, not in the eMall and it does not affect order delivery. Also, DPS has a copy of all vendor catalogs and can be reloaded if needed.
 - b. Don Rainey discussed with the group that the 1% fee policy effective July 1st will be decided at approximately 30 days. A draft of the policy is at the cabinet level awaiting final decision from the Secretary of Administration. The policy also addresses non-registered vendors and ad hoc vendors.
 - c. Chris Childress from DOLI asked if the 1% fee includes freight charge. Rainey's answer is 'Yes', if it's part of the PO.
- 5. AMS – Marc Berlove
 - a. Marc Berlove discussed timing when import files can be sent to the eMall and how the process works.
 - The DGS message broker is up 24 hours, 7 days a week to receive files from agencies.
 - The AMS database that the DGS message broker sends the orders that passes validations is up 24 hours. This database is never taken down.
 - There's a process that runs every 15 minutes that pulls orders from the AMS database into Ariba eMall. When the Ariba database is taken down from approximately 10:00 p.m. to 5 or 6 a.m. Eastern Time for backups and maintenance, orders remain in the AMS database until Ariba is back

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- up. Once Ariba is back up, orders waiting in the AMS database are sent to Ariba eMail.
- DGS policy is that any orders received prior to 4:00 P.M. Eastern Time is guaranteed to be delivered to the vendor on the same day. Anything received after 4:00 P.M. Eastern Time is not guaranteed delivery until the next day. This does not mean that the order will not be delivered on the same day, it's just not guaranteed.
6. BizTalk Error Messages – Richard Brough, DSS
 - a. A copy of the BizTalk Error/Information Messages has been reviewed by Richard Brough and modified. Richard will send the proposed revised copy to the interface group to review and provide feedback. Richard would like to have feedback from the interface group by end of day next Wednesday.
 7. Plaques, Interface Guide, Security Manual, Survey on Other Interfaces – Jan Fatouros
 - a. Jan passed out a sample of the survey of 'Outstanding COVA Entity Interface within the Contract' that will be sent to all agencies. Jan is asking that agencies return the survey to her by April 15, 2003.
 - b. Debbie Adams requested for a SWAM report that will show was ordered by vendor.
 - c. No comments were received on the new version of the Interface Guide. It will be posted on the eVA 'Technical' page.
 - d. The final version of the security manual will be sent to Ron Bell tomorrow. There is one outstanding question from APA that Jan needs to respond to. A letter to agencies head informing that the security manual is available online with URL location will be sent. Jan would like to post the manual on eVA 'Technical' page.
As soon as responses are received from the agencies head with information of whom in their agency will have the responsibility of the security officer, training will begin sometime in April or May.
 8. Other (Monthly or Quarterly Meetings) – Marion will send out a question to all interface agencies on frequency of meetings. Do we need to continue to have monthly meetings, or less frequent meetings?

The next Interface monthly meeting for all agencies will be held on Thursday, April 17, 2003, unless the group decides to change the frequency of the meeting, at DGS in the ISS 9th floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

Closed Action Items

Prepared by Maria F. Hatcher

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.